

PIP Board Meeting Minutes

March 16, 2017

The meeting was called to order at 2:05 p.m. by Liz Pence.

In attendance:

Liz Pence(ADOA-Chair), Jose Mercado (DES/DDD alternate member), Julie O'Dell (DCS-Member), Billy Henderson (ADOA-Foster Parent Member), Ray Di Ciccio (ADOA-Member), Caroline Lutt-Owens (Supreme Court-Member), Sandra Acosta (ADJC-Member) Jim Bowen (AAG) and Valerie Ruelas (ADOA-Statistical Analyst & Minutes) – Quorum present

1. Introductions: The board members were introduced. The chairman thanked the members for their engagement and participation.
2. The minutes from the last PIP Board Meeting held on December 8, 2016 were reviewed. A motion to adopt the minutes was made, seconded, and passed.
3. PIP historical data FY13-FY17(as of 3/16/17) was reviewed. In the next several months, RMD will conduct exposure research and additional trending analysis (e.g., number of clients/foster children in the program(s), loss frequency and severity, average paid, etc.).
4. The draft of the revised PIP Brochure was provided for review:
 - a. PIP Brochure
 - i. The draft incorporated edits/formats from the December meeting.
 - ii. The members identified a few formatting revisions, but no change in content was suggested.
 - iii. A motion to approve the brochure with identified formatting revisions was made, seconded, and passed.
 - iv. RMD will print hard copies of the brochure and distribute to other board members for their agencies. Each member will need to advise RMD of the number of printed copies needed by their agency.
 - v. The brochure will be posted on the RMD website and an email link to the electronic version will be sent to the board members and counsel.
 - vi. The brochure will be used to assist case workers in future training and education efforts.
 - vii. If a case worker or licensing worker has questions related to coverage, they should be directed to RMD.

5. The Provider Indemnity Property Claim Form was placed on the RMD website on 3-16-17.
6. Billy Henderson updated the members on a Kaizen project related to PIP education:
 - a. Working on a go-to guide for foster parents which can incorporate the PIP brochure
 - b. Will share link to the RMD website for brochure and claim form
 - c. Information will be shared during the Spring and Fall Blitzes
 - d. Core training will be held during the Day of EducationA PIP board approval is not necessary on the above items. Billy will move forward. Liz Pence added that RMD can be there with advance notice.
7. RMD will continue to identify training opportunities to share PIP information:
 - a. Caseworker training – with a focus on train-the-trainer.
 - b. Foster care review boards – Carolyn Lutt-Owens can place brochures at the meetings
8. RMD staff is working on obtaining access to current foster parent agreements, however security and confidentiality issues need to be reviewed. Julie O'Dell will check with her agency contacts to assist in gaining access to this information.
9. For informational purposes, SB1341, supported by the National Children's Alliance (copy distributed), was brought to the attention of the board. It was reported that the bill was currently active as of 3/10/17.
10. No further issues were raised.
11. There were no public comments.
12. Next meeting will be scheduled for mid-October to early-November of 2017
 - a. Date options will be sent out in an effort to accommodate the members before the final meeting notice is sent.
13. Ray Di Ciccio motioned to adjourn the meeting. Julie O'Dell seconded the motion. Meeting adjourned at 3:34pm.